

5 FAH-7 H-130 STATIONERY

*(CT:GRPH-4; 08-27-2013)
(Office of Origin: A/GIS/GPS)*

5 FAH-7 H-131 INTRODUCTION

(TL:GRPH-1; 08-01-1995)

Department of State letterheads must project a sense of dignity and efficiency. Letterheads are clean and simple, with a formal arrangement that is appropriate to the dignity and stature of the Department.

5 FAH-7 H-132 DEPARTMENT LETTERHEAD

(CT:GRPH-2; 06-16-2012)

- a. The Department letterhead reflects the identification system outlined in 5 FAH-7 H-120. It is intended for general correspondence.
- b. The basic letterhead format, as shown in 5 FAH-7 Exhibit H-132, is designated to allow a large amount of space for printed matter. For examples of how the letterhead is aligned with different correspondence, see the Correspondence Handbook, 5 FAH-1.

5 FAH-7 H-133 COMPONENT LETTERHEADS

(CT:GRPH-2; 06-16-2012)

According to the Correspondence Handbook, Assistant Secretaries (or higher) and their equivalents are entitled to individualized letterheads. Examples of the format for such letterheads are shown in 5 FAH-7 Exhibit H-133. In all cases, the name of the Department is first and the individual title appears beneath it in italics. The address is treated as indicated. Contact Customer Service Center for individualized letterhead.

5 FAH-7 H-134 EMBASSY LETTERHEAD

(CT:GRPH-2; 06-16-2012)

Embassy letterheads differ from State Department letterheads. The embassy reference is the primary focus of information and appears at the

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top of the letterhead. The 5 FAH-7 Exhibit H-134 shows an example of an embassy letterhead.

5 FAH-7 H-135 ENVELOPES

(TL:GRPH-1; 08-01-1995)

Envelopes are available from the GSA catalog. Contact Customer Service Center for individualized envelopes.

5 FAH-7 H-136 MAILING LABELS

(CT:GRPH-2; 06-16-2012)

Mailing labels can be acquired through the Customer Service Center, A/IM/IS/OIS/PS, Room 1758. 5 FAH-7 Exhibit H-136 gives an example of a mailing label.

5 FAH-7 H-137 BUSINESS CARDS

(CT:GRPH-2; 06-16-2012)

If Department of State employees choose to have business cards printed, they can follow the formats and specifications presented in 5 FAH-7 Exhibit H-137. Copies of these specifications are available from the Customer Service Center.

5 FAH-7 H-138 AND H-139 UNASSIGNED

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5 FAH-7 Exhibit H-132 State Department Letterhead

(CT:GRPH-2; 06-16-2012)

Format 1


8 1/2 x 11 inches

Department Signature: 14 pt.

Bodoni Book

Address: 12 pt. Bodoni Book Italic

Seal: 3/4 inch

	<i>7 Picas</i>	<i>23 Picas</i>	
<i>3 1/2 Picas</i>	 <p>United States Department of State <i>Washington, D.C. 20520</i></p>		
<i>2 1/2 Picas</i>			

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5 FAH-7 Exhibit H-133 Examples of Letterhead

(CT:GRPH-2; 06-16-2012)

Format 1

8 1/2 x 11 inches





Department Signature: 14 pt.

Bodoni Book

Component Signature: 12/14 Bodoni Book Italic

Address: 12/14 Bodoni Book Italic

Seal: 3/4 inch

	7 Picas	23 Picas
3 1/2 Picas		United States Department of State <i>Under Secretary of State for Political Affairs</i> Washington, D.C. 20520
2 1/2 Picas		
1 1/2 Picas		
		United States Department of State <i>Under Secretary for International Security Affairs</i> Washington, D.C. 20520
		United States Department of State <i>The Deputy Secretary of State</i> Washington, D.C. 20520
		United States Department of State <i>Foreign Service Institute</i> <i>National Foreign Affairs Training Center</i> 4000 Arlington Boulevard Arlington, Virginia 22204-1500

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5 FAH-7 Exhibit H-134 **Example of Embassy Letterhead**

(CT:GRPH-4; 08-27-2013)

Format I


8 1/2 x 11 inches

Embassy Signature: 14 pt.

Bodoni Book Italic

Address: 12/14 Bodoni Book Italic

Seal: 3/4 inch

	7 Picas	23 Picas
3 1/2 Picas	 <i>Embassy of the United States of America</i> <i>Tokyo, Japan</i>	
2 1/2 Picas		

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**5 FAH-7 H-136 Exhibit H-136
Mailing Labels**

(CT:GRPH-2; 06-16-2012)

Size: 3 x 5 inches

Department Signature: 11 pt. Helvetica

Address: 9 pt. Helvetica

Mailing Indicia: 7 to 9 pt. Helvetica

**DEPARTMENT OF STATE, U.S.A.
WASHINGTON, D.C. 20520**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

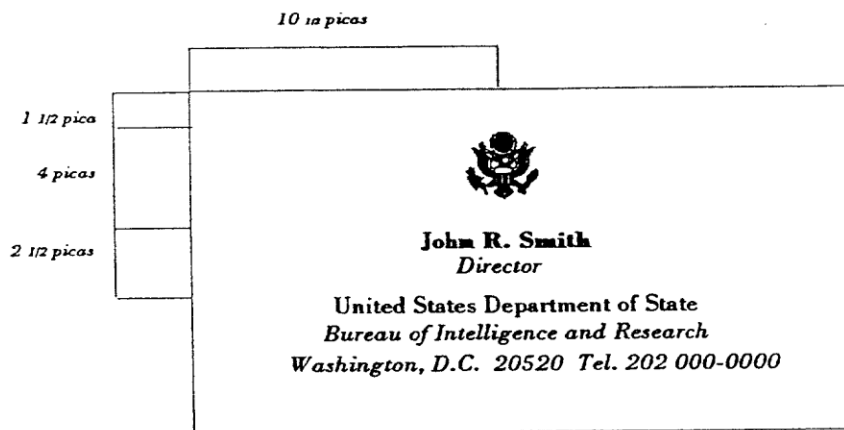
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FAM/FAH Template

5 FAH-7 Exhibit H-137 Business Cards

(CT:GRPH-2; 06-16-2012)

Size: 2 x 3 1/2 inches
Name: 10 pt. Bodoni Bold
Title: 10 pt. Bodoni Book Italic
Department Signature:
10/13 Bodoni Book with Italic
Address: 10/12 Bodoni Book Italic



Size: 2 x 3 1/2 inches
Name: 10 pt. Bodoni Bold
Title: 10 pt. Bodoni Book Italic
Department Signature and Address:
10/13 Bodoni Book with Italic

